

REPORTS INVENTORY					CONTROL NO.
PREPARE IN DUPLICATE					DDS/OF-115
1. TITLE OF REPORT (if a fill-in report include Form No.) Key Employee List of Official Home Area-to-Work Transportation During Snow Emergencies					2. TYPE OF REPORT
					<input checked="" type="checkbox"/> STATISTICAL
					<input checked="" type="checkbox"/> NARRATIVE
					<input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL		
	LOGISTICS	X SECURITY	OTHER (specify)		
	MEDICAL	FINANCE			
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
3	as required for updating		2		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Memorandum	YES	IF YES GIVE ADP PROCESSING NO.	DD/S Admin. Instruction 69-3		
X NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OF/SS					
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-06	\$ 3.74	3/4	\$ 2.81	2 est.	\$ 5.62
GS-13	9.94	1/4	2.49	2 est.	4.98
GS-15	12.84	1/4	3.21	2 est.	6.42
		1 1/4	\$ 8.51		\$ 17.02
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR \$ 17.02					
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.					
<p>Listing required by DD/S to be current at all times in order to provide emergency coverage of Office during weather emergencies.</p>					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS
RETAIN AS IS	<input checked="" type="checkbox"/> OTHER (explain)	to be determined by DDS			MAN-HOURS
CHANGE				DOLLARS	
DISCONTINUE					
15. DATE OF INVENTORY	16. NAME AND TITLE OF PERSON FURNISHING INFORMATION				17. EXTENSION